

# Formal Address Change Letter to Utility Provider

**Your Name**

**Current Address**

Street Address

City, State, ZIP Code

**Date:** [Insert Date]

**Utility Provider Name**

**Customer Service Department**

Provider Address

City, State, ZIP Code

**Subject:** Notification of Change of Address – Account No. [Your Account Number]

Dear Sir/Madam,

I am writing to formally notify you of a change in my address, effective from **[Effective Date]**. Kindly update your records to ensure continuous service and accurate correspondence.

**Previous Address:**

[Your Previous Street Address]

[City, State, ZIP Code]

**New Address:**

[Your New Street Address]

[City, State, ZIP Code]

Please ensure that all future bills and correspondence are sent to my new address as provided above. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Your Signature, if sending a hard copy]